



Dear Employer:

Work continues at KRS on the START project and in recognition that communication is vital to the success of this project, the following updates regarding employer reporting are being provided.

#### **Employer Orientation Meetings**

From late October through late November, KRS conducted 27 START employer orientation meetings across the Commonwealth and met with over 1,000 employer representatives. KRS wishes to thank the employer representatives who attended. The meetings provided an overview of START employer reporting, including the two new reporting methods in START. *All employers will be required to change the way they report under the new START system.* Employers will have the ability to report via a monthly file that will be uploaded to KRS (recommended for those with 100 or more employees) OR by entering the required information monthly into the Enter Report Details module of our Employer Self-Service website.

Surveys were collected from attendees of the employer orientation meetings for a range of information that KRS needs in order to prepare for START. For employers who did not attend an orientation meeting, KRS needs this information from you. A copy of the survey is included with this mailer and has also been posted to our website at <https://kyret.ky.gov/Employer/Reporting/>. **Please complete and return this survey to KRS by 1/29/2010.** For your reference, a copy of the employer orientation presentation is also available on the website.

#### **Employer Contribution Record Layout**

For employers who will be reporting via a monthly file in START, a new version of the Employer Contribution Record Layout was posted on January 6<sup>th</sup>, 2010. As with prior versions, Version 1.5 contains minor revisions. A detailed revision history is provided on page 3 of the document.

#### **Member ID Download File Format**

KRS has also published the Member ID Download File Format. Employers who will report via a monthly file in START will use the Member ID Download File Format to download Member IDs of their employees.

These documents are available on the KRS website at <https://kyret.ky.gov/Employer/Reporting/>.

#### **New Employer Codes**

For START employer reporting, employers may be assigned a new reporting number which is referred to as the Employer Code in START. Additionally, many agencies with multiple employer unit numbers have been consolidated under one employer code for START reporting. This means that only one monthly report will be required once START goes live. Information for your agency is detailed on the attachment to this mailer.

#### **Hazardous Duty Positions**

Agencies with hazardous duty positions will be required to report position titles for all of their hazardous employees in START monthly reporting. A listing of the KRS- approved hazardous positions and corresponding codes is attached to this communication. Agencies who will report via Enter Report Details through Employer Self-Service will not need to use these codes. Approved hazardous positions will be provided in a drop down menu in the Enter Report Details module. If your agency will be reporting via file once START goes live, please forward this listing to your IT/file provider as soon as possible.

**KRS Domain Change**

Please be aware that effective January 1, 2010, KRS changed its website address from [www.kyret.com](http://www.kyret.com) to <https://kyret.ky.gov>. Similarly, all email addresses have changed. For example, the email address of [krs.employee@kyret.com](mailto:krs.employee@kyret.com) will now be [krs.employee@kyret.ky.gov](mailto:krs.employee@kyret.ky.gov). The kyret.com domain is no longer valid.

**Employer Implementation Notebook**

KRS is developing an Employer Implementation Notebook which will serve as a roadmap for your agency throughout the START implementation. The Notebook will provide key project dates, testing and training information, and checklists that you will complete for required tasks through each phase of the implementation. The initial release of the Notebook is being planned for the first quarter of the year.

**START Employer Support**

For START related questions, employers may contact KRS at:

Employer Hotline: 1-888-696-8810 Option 4

Employer Email: [STARTEmployerHelp@kyret.ky.gov](mailto:STARTEmployerHelp@kyret.ky.gov)

Address: ATTN: START Project  
Kentucky Retirement Systems  
1260 Louisville Rd  
Frankfort KY 40601

Lastly, we would like to thank you for the assistance we receive from you and your colleagues. You play a critical role in the successful administration of your employees' pension plan, and we appreciate your continued efforts as we implement START.

START Employer Rollout Team